

## **Master of Arts in Criminal Justice**

### **Credit for Prior Learning (CPL)**

Students who have been accepted into the Master of Criminal Justice (MACJ) program may apply for up to nine (9) hours of CPL toward the completion of their degree.

#### **Process for Requesting Credit:**

If you wish to apply to receive credit for prior learning you will need to submit a portfolio of your experience(s) to the MACJ program director, Dr. Melissa Stacer, [mjstacer@usi.edu](mailto:mjstacer@usi.edu). The portfolio must be submitted for review after your acceptance to the program and prior to the completion of six (6) graduate credit hours.

You will also need to send the Portfolio Review (graduate) form. That form, along with USI's policies regarding CPL, can be found here: <https://www.usi.edu/registrar/transfer-credit/prior-learning-assessment>. On this website, scroll to "Portfolio review (graduate)" and click to expand to find the form.

All portfolio reviews for CPL have a \$250.00 (USD) fee. The fee is non-refundable regardless of the decision to award CPL. Portfolio reviews for CPL will not be conducted until the portfolio review fee has been paid. You can find the payment portal at the website shown above. You will need to send your receipt along with your portfolio and the Portfolio Review (graduate) form.

#### **Portfolio Composition:**

Your portfolio should be structured to include the following content:

1. Title page
2. Goal statement that relates experiences to educational goals.
3. Résumé or curriculum vitae including work history, position, dates of employment and other relevant information.
4. A narrative explanation of the request for credit that includes:
  - a. A description of the work setting or relevant organization, including its mission, role, and the size and scope of work, with emphasis on the position(s) held, work completed, and supervisory or leadership experiences.
  - b. A statement of how the work experience(s) aligns with the program objectives (see below for program objectives).
5. Attach supporting documentation of professional learning and experience, including non-college training, certifications, and professional artifacts that demonstrate the application of learning to a career setting.

#### **Guidelines on approval of credit:**

Your portfolio will be evaluated by a committee of MACJ faculty on a rolling basis. They will evaluate your experience for the number of credits to be awarded as demonstrated by the level of

professional learning that occurred. The decision of the committee or their designee is binding and there is no appeal.

**Additional Policy Details:**

- All credit is applied as CPL and serves to satisfy program electives.
- CPL refers to credit which is not tied to specific course numbers or departmental requirements. Instead, CPL serves as earned credit hours toward the degree that satisfies elective credit.
- Students may not receive credit for activities which they have previously been granted credit at USI.
- Experience(s) must have occurred prior to beginning the current graduate degree.
- CPL will only be awarded once per student. Once a student has been awarded CPL, they cannot request further CPL.
- Portfolio reviewers may choose not to award any credit for a portfolio and may award no more than 9 credits.
- The university allows students to transfer up to 12 credit hours from another university. For degree programs of 36 credit hours or less, the total number of combined transfer credits and prior learning credits may not exceed 12 credit hours.

**MACJ Program Objectives:**

- Students will demonstrate qualities of leadership by applying critical thinking skills to analyze evidence-based solutions to crime and criminal justice-related problems and effectively communicate those ideas orally and in writing.
- Students will evaluate, apply, and assess the implications of criminological theory in analysis of criminal justice policy.
- Students will demonstrate advanced proficiency in research design and analysis to study crime, criminal justice institutions, and criminal justice policies.
- Students will assess the development, implementation, and impact of criminal justice policies and procedure.